PROGRAM ADMINISTRATOR FOR CAREER READINESS

**Definition:** Under administrative direction of a Director, Executive Director, or Supervisor, certificated administrators in this class typically perform mid-level management or coordinator functions with responsibility for a single program or division of the San Francisco Unified School District; coordinate and implement program planning activities; select, train and supervise a limited number of certificated or classified employees; align and monitor budgetary, human and material resources to correlate with District goals; and perform related duties as required.

**Supervision Exercised:** These positions typically coordinate services within a single functional area and/or directly supervise a small/medium-sized certificated, classified, and support staff within a single program, which may be organized into multiple sections or units.

**Examples of Important and Essential Duties:**

1. Plans, monitors, and evaluates an educational, health, research or multilingual program of the District; coordinates the work of subordinate staff; consults with staff to identify and resolve issues or conflicts; ensures that programs and/or curricula are designed to achieve the program goals.
2. Recommends and implements procedures, administrative monitoring practices, and controls to ensure the smooth and effective operation of the program; assists in the development and implementation of program goals, objectives and priorities.
3. Monitors and evaluates the efficiency of the program's service delivery system, organizational structure, staffing levels, and other internal operations; identifies and recommends alternative approaches or improvements; implements program modifications and/or enhancements.
4. Represents the programs and District before a variety of state, federal and local agencies; interprets and administers Board of Education and District policies and administrative regulations.
5. Participates in the selection, training and supervision of certificated, paraprofessional, and classified staff; participates in the design and implementation of staff performance expectations, goals and standards; evaluates staff performance during evaluation cycle timelines; and recommends appropriate disciplinary action as needed.
6. Participates in the development and administration of the program budget (typically less than $5 million) for personnel, equipment and supplies in compliance with District policies and procedures; monitors budgetary expenditures and inventories through accurate accounting records.
7. Establishes active, cooperative relationships with District staff, administrators, representatives of other agencies, parents, and members of the school community; solicits community support for program and district-wide programs, goals and objectives.
8. Analyzes programmatic data and prepares a variety of reports and memoranda, grant proposals, and correspondence.
9. Participates in professional growth activities and keeps abreast of developments in the educational field through participation in professional organizations, regular attendance at staff development workshops and professional conferences, and review of professional journals and other publications.
Competencies (Job Related and Essential Knowledge, Abilities and Skills):

Knowledge of: Techniques and strategies for successful management and supervision; performance management strategies related to certificated and classified staff; standards-based instructional models; federal, state and local legislation related to school administration, including the California Education Code, Health and Welfare Code, Code of Regulations, and San Francisco Board of Education policies and administrative regulations; principles and practices of public school administration, including budget development and maintenance; current applications and use of technology to enhance instructional programs and support administrative activities; and site-based governance.

Ability to: Plan, implement and monitor a comprehensive, educational, school health, or research program which addresses the needs of a diverse student population and meets the District's goals; select and manage certificated and classified staff with skills and abilities that match program needs and enhance program effectiveness; develop and implement staff performance standards and regularly evaluate performance; mentor and motivate staff by facilitating innovation, supporting efforts to promote new ideas and assisting staff acquire needed skills and materials; design and implement staff development activities through collaboration with administrators and teachers; establish and maintain cooperative relationships and outreach programs for parents and the community to support District goals and program objectives; and align budgetary, human and material resources with program goals.

Experience and Training Guidelines: Possession of a valid California Administrative Services Credential and either a California Teaching Credential in the appropriate area or a services credential with a specialization in pupil personnel, health clinical or rehabilitative, or librarian services, as required by California Education Code, Section 44860.

Desirable qualifications: Administrative experience in an academic setting, preferably in a large public, urban school district.